



A GLOBAL PASSPORT FOR YOUR ONLINE BUSINESS

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Ver 01-05/2021

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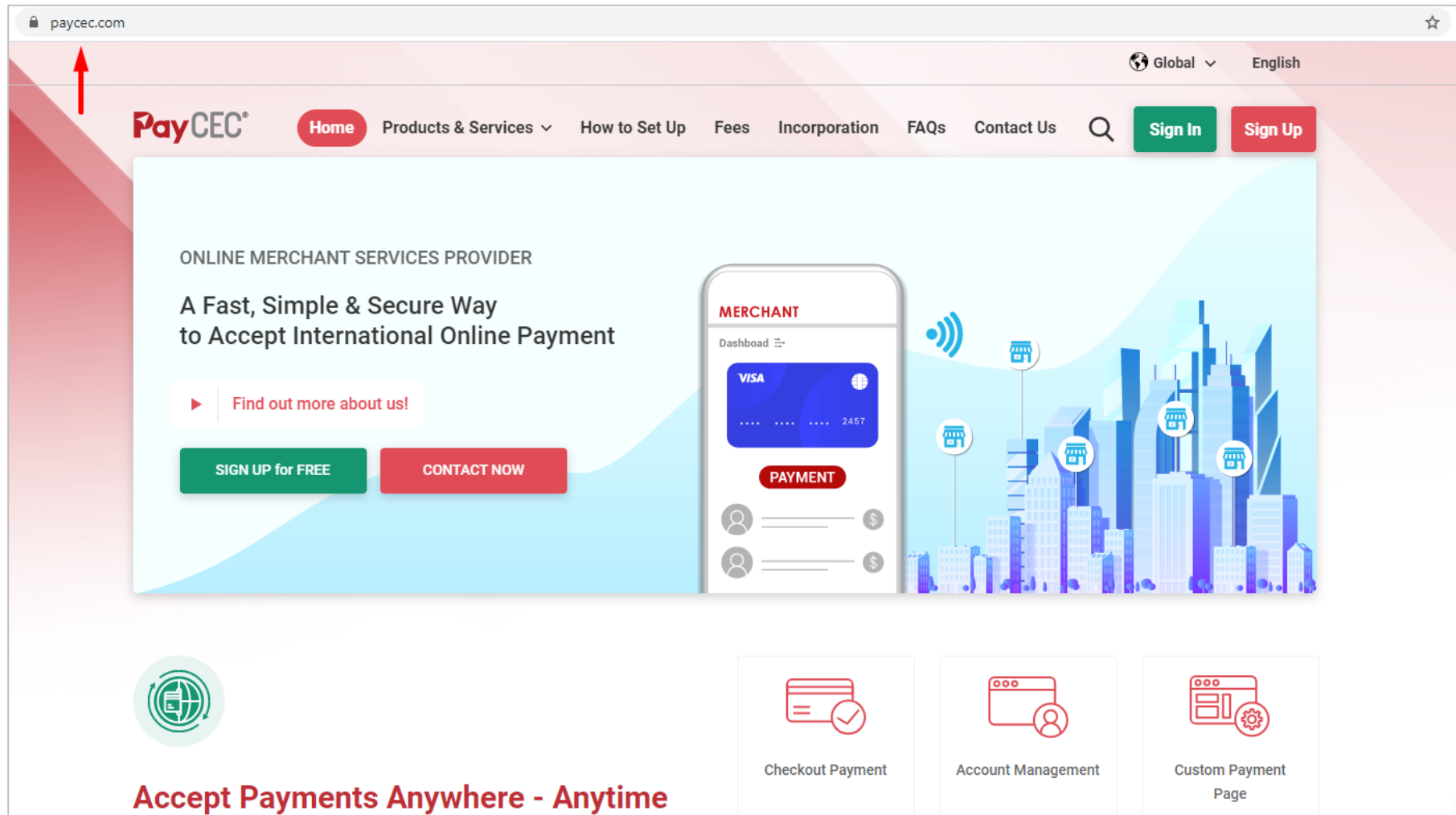
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How to Set Up a Merchant Account ?

Step 1: CREATE NEW ACCOUNT

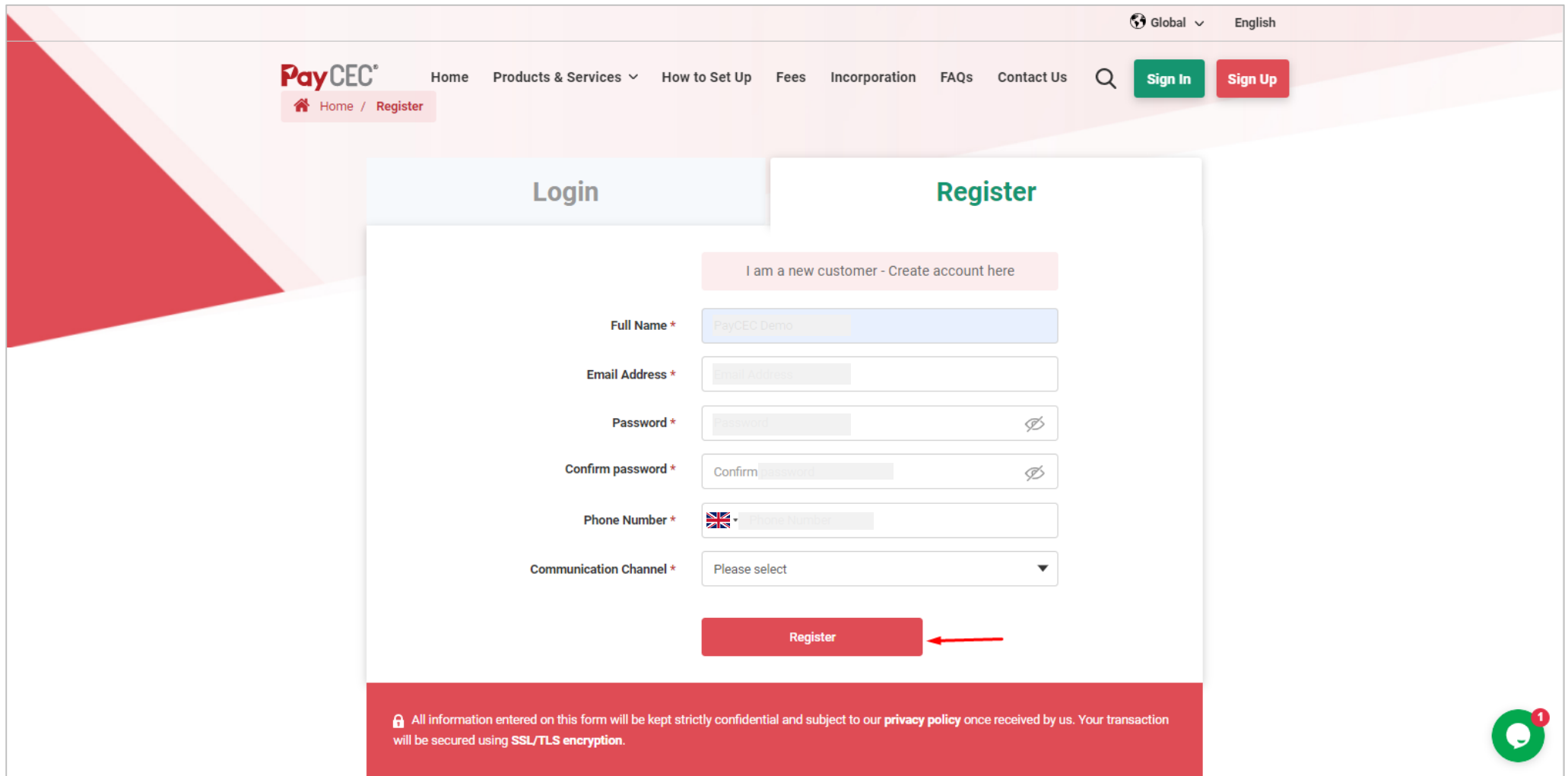
Go to <https://www.paycec.com/>



Click **Sign Up** to start.

The screenshot shows the PayCEC website homepage. The browser address bar displays "paycec.com". The top navigation bar includes the PayCEC logo, a "Home" button, and links for "Products & Services", "How to Set Up", "Fees", "Incorporation", "FAQs", and "Contact Us". On the right side of the navigation bar are "Sign In" and "Sign Up" buttons. A red arrow points to the "Sign Up" button. Below the navigation bar, the main content area features the text "ONLINE MERCHANT SERVICES PROVIDER" and "A Fast, Simple & Secure Way to Accept International Online Payment". A button labeled "Find out more about us!" is present. Below this are two buttons: "SIGN UP for FREE" and "CONTACT NOW". To the right of the text is a graphic of a smartphone displaying a "MERCHANT" dashboard with a VISA card and a "PAYMENT" button. The background of the graphic shows a city skyline. At the bottom of the page, there is a section titled "Accept Payments Anywhere - Anytime" with a globe icon. To the right of this section are three icons representing "Checkout Payment", "Account Management", and "Custom Payment Page".

Enter your information, then click **Register** to submit.



The screenshot shows the PayCEC website's registration page. At the top, there is a navigation bar with the PayCEC logo, links for Home, Products & Services, How to Set Up, Fees, Incorporation, FAQs, and Contact Us, and buttons for Sign In and Sign Up. Below the navigation bar, there is a secondary bar with Home / Register. The main content area features a 'Login' tab and a 'Register' tab. The 'Register' tab is active, showing a form with the following fields: Full Name (with a placeholder 'PayCEC Demo'), Email Address, Password, Confirm password, Phone Number (with a dropdown for country code), and Communication Channel (a dropdown menu). A red arrow points to the 'Register' button at the bottom of the form. Below the form, a red banner contains a security notice: 'All information entered on this form will be kept strictly confidential and subject to our privacy policy once received by us. Your transaction will be secured using SSL/TLS encryption.' In the bottom right corner, there is a green chat bubble icon with a red '1' next to it.

Global English

PayCEC® Home Products & Services ▾ How to Set Up Fees Incorporation FAQs Contact Us

Home / Register

Sign In Sign Up

Login Register

I am a new customer - Create account here

Full Name * PayCEC Demo

Email Address * Email Address

Password * Password

Confirm password * Confirm password

Phone Number * Phone Number


Communication Channel * Please select


Register


All information entered on this form will be kept strictly confidential and subject to our [privacy policy](#) once received by us. Your transaction will be secured using [SSL/TLS encryption](#).

You will receive a confirmation mail with subject '**Congratulation for successful registration**' from PayCEC.

Congratulation for successful registration #112171 Inbox X

 **PayCEC** <support@paycec.com>
to PayCEC ▾





LOGIN

Dear **PayCEC Demo**

Thank you for choosing www.paycec.com - PayCEC.

User Information	
Your Full Name	PayCEC Demo
Your Password	Ngoc0000ngoc0000
Your Email Address	demo@paycec.com
Your Phone Number	+84933176344
Communication Channel	Skype ID: Nevaeh Tin

Best Regards,
PayCEC
Website: www.paycec.com
Email: support@paycec.com
WE ARE BESIDE YOU 24/7.

Click **New Account** to create your merchant account.

The screenshot displays the PayCEC dashboard interface. At the top, the PayCEC logo is on the left, and contact information (Call Us: +44 2032 864370) and a user greeting (Hello PayCEC Demo) are on the right. Below the logo, a breadcrumb trail shows 'Home / Dashboard'. A green button labeled 'New Account' with a plus icon is highlighted by a red arrow. To the left of the main content is a 'My Account' sidebar menu with options: Edit Profile, Change Password, 2-Step Verification, Activities, My Payments, Announcements, and Logout. The main content area is titled 'Dashboard' and features a 'Get Started With PayCEC' section with three steps: STEP 1 'Create New Account' (Build a marketplace using Connect.), STEP 2 'Integration' (Read the basics before starting on PayCEC. PayCEC Library supplies most of common Language & Open source.), and STEP 3 'Report' (View your first Payment.). Below this, there are sections for 'Announcements' (showing 'No Announcements') and 'Recent Activities' (with a table header: Action, IP, Location, Date). A customer support chat bubble is visible on the right, stating 'Welcome to PayCEC, if you would like to get any assistance, kindly respond to this message, we are online and ready to help.' and '23 minutes ago'. A green circular notification badge with the number '1' is in the bottom right corner.

PayCEC

Call Us: +44 2032 864370 View more Hello PayCEC Demo

Home / Dashboard

New Account +

My Account

- Edit Profile
- Change Password
- 2-Step Verification
- Activities
- My Payments
- Announcements
- Logout

Dashboard

Get Started With PayCEC

STEP 1
Create New Account
Build a marketplace using Connect.

STEP 2
Integration
Read the basics before starting on PayCEC. PayCEC Library supplies most of common Language & Open source .

STEP 3
Report
View your first Payment.

Announcements

No Announcements

Recent Activities

Action	IP	Location	Date
--------	----	----------	------

Welcome to PayCEC, if you would like to get any assistance, kindly respond to this message, we are online and ready to help.
Customer Support 23 minutes ago

Write a reply.

Enter merchant **Account Name**, and click **Create Account**.

The screenshot displays the PayCEC dashboard interface. A modal window titled "Create new account" is centered on the screen. The modal contains the following text: "Account Name is the name of Merchant Account which will use manage on transaction on this Merchant." Below this, there is a label "Account Name :*" and a text input field containing "PayCEC Demo". At the bottom of the modal is a green button labeled "Create Account", which is pointed to by a red arrow. The background dashboard shows a sidebar with a "New Account +" button and a "My Account" menu. The main content area features a three-step process: STEP 1 "Create New Account" (Build a marketplace using Connect), STEP 2 "Integration" (Read the basics before starting on PayCEC), and STEP 3 "Report" (View your first Payment). Below this are sections for "Announcements" (showing "No Announcements") and "Recent Activities" (with a table header: Action, IP, Location, Date). A chat icon with a notification badge is in the bottom right corner.

Create new account

Account Name is the name of Merchant Account which will use manage on transaction on this Merchant.

Account Name :*

PayCEC Demo

Create Account

STEP 1
Create New Account
Build a marketplace using Connect.

STEP 2
Integration
Read the basics before starting on PayCEC. PayCEC Library supplies most of common Language & Open source .

STEP 3
Report
View your first Payment.

Announcements [View all >](#)

No Announcements

Recent Activities [View](#)

Action	IP	Location	Date
--------	----	----------	------

Then, your Merchant Name will display at the left sidebar.

The screenshot displays the PayCEC Dashboard interface. At the top left, a breadcrumb trail shows 'Demo / Dashboard'. Below this, a red sidebar menu is visible, with a red arrow pointing to the 'Demo' header. The menu includes options like Home, Activate your account, Payments, Balances, Developers, Create link transfer, and Settings. A status indicator shows 'On Viewing test data'. Below the menu is a 'New Account' button and a 'My Account' section with links for Edit Profile, Change Password, 2-Step Verification, and Activities.

The main content area is titled 'Dashboard' with a 'Test Data' button. It features a 'Go Live With PayCEC' section with three steps: STEP 1 (Request Active Merchant), STEP 2 (Upload Documents), and STEP 3 (Go LIVE). Each step includes an icon and a brief description. Below this, there is a 'TEST DATA' section with filters for 'Yearly', 'Monthly', and 'Daily', and a 'Submit' button. It shows a date range from 2020 to 2021 and a 'Gross sales' summary with a value of 0. To the right, a 'TRANSACTIONS' chart is displayed, showing a line graph for 'Transaction' data from 2020 to 2021. A green chat bubble icon with a red notification badge is located in the bottom right corner.

Step 2: DOCUMENTATION

Click **Send Us** to move on to Step 2.

The screenshot displays the PayCEC dashboard interface. On the left is a sidebar menu with options: Home, Activate your account, Payments, Balances, Developers, Create link transfer, and Settings. Below this is a 'New Account' button and a 'My Account' section with options: Edit Profile, Change Password, 2-Step Verification, and Activities. The main content area is titled 'Dashboard' with a 'Test Data' button. It features a three-step process flow: STEP 1 'Request Active Merchant' (with a person icon), STEP 2 'Upload Documents' (with a document icon and a red arrow pointing to it), and STEP 3 'Go LIVE' (with a laptop icon). Below the steps, there is a 'TEST DATA' section with 'Yearly', 'Monthly', and 'Daily' tabs, a 'Submit' button, and a date range selector for 2020 and 2021. A 'Gross sales' bar chart shows a value of 0. To the right, a 'TRANSACTIONS' line chart shows data for 2020 and 2021. A green chat bubble icon with a red '1' is in the bottom right corner.

Dashboard Test Data

Go Live With PayCEC

STEP 1
Request Active Merchant
That the procedure would take us up to **two hours** or more in general.

STEP 2
Upload Documents
Prepare and **Send Us** the required legal documents.

STEP 3
Go LIVE
Use fully features of our payment service on **Dashboard**.

TEST DATA

Yearly Monthly Daily Submit

2020 2021

Gross sales 0

TRANSACTIONS

1
0
-1

2020 2021

Transaction

Click **Choose a file** to upload your documents, then click **Submit**.

Business settings Test Data

Business Documents Team Customize Checkout Payment

Attach Files *

Select file...

Choose a file

You can upload multi files one time
(* .jpg, * .jpeg, * .png, * .gif, * .bmp, * .pdf, * .txt, * .doc, * .docx, * .xls, * .xlsx, <= 20MB/file, limit 3 files)

Submit

Uploaded Documents

File Name	Time
-----------	------

Demo / Documents

Demo

Home

Activate your account

Payments

Balances

Developers

Create link transfer

Settings

On Viewing test data

New Account

Business settings

Test Data

BusinessDocumentsTeamCustomize Checkout Payment

Your documents uploaded successful.

Attach Files *

Select file...Choose a file

You can upload multi files one time
(* .jpg, *.jpeg, *.png, *.gif, *.bmp, *.pdf, *.txt, *.doc, *.docx, *.xls, *.xlsx, <= 20MB/file, limit 3 files)

Submit


Uploaded Documents


File Name

Time

You will receive a confirmation mail with subject '**Congratulation for Successful Creating Account**' from PayCEC.

Congratulation for Successful Creating Account Demo Inbox x

**PayCEC** <support@paycec.com>
to me ▾



Dear **PayCEC Demo**

Thank you for choosing www.paycec.com - PayCEC.

MERCHANT TEST ACCOUNT:

Merchant Name	Demo
Service Plan and Currency	EUR
Card Acceptance	Visa/ MasterCard/ AMEX

THE TEST ACCOUNT INFORMATION:

Next, move on to the **Team** tab, click **New User** to invite other teammates.

The screenshot shows the 'Business settings' page with the 'Team' tab selected. A red arrow points to the 'Team' tab, and another red arrow points to the 'New User' button. The left sidebar contains a 'Demo' menu with options like Home, Activate your account, Payments, Balances, Developers, Create link transfer, Settings, and a 'Viewing test data' toggle. Below this is a 'New Account' button and a 'My Account' section with options like Edit Profile, Change Password, 2-Step Verification, and Activities. The main content area has tabs for Business, Documents, Team, and Customize Checkout Payment. Below the tabs is a search bar with the placeholder 'Filter by email, name or user role...', a 'Q Search' button, and a 'New User' button. A table lists the current team members, showing one user: Nevaeh Ng, Administrator, with a last login of Apr 29 2021 06:43:11 AM. A 'Total: 1 user(s)' summary is shown below the table. A green chat bubble icon with a red '1' is in the bottom right corner.

Business settings Test Data

Team

Filter by email, name or user role... Q Search New User

User	Role	Last login	Action
Nevaeh Ng nevaeh.ng@paycec.com	Administrator	Apr 29 2021 06:43:11 AM	

Total: 1 user(s)

Enter your teammate's email, and tick on the corresponding box of admin right, then click **Invite**.

The screenshot shows the PayCEC interface with a modal dialog titled "Invite new users" open. The dialog has a close button (X) in the top right corner. Inside the dialog, there is a text input field containing the email "abcdemo@paycec.com". Below the input field is a list of user roles with radio buttons for selection:

- ☐ Administrator: Best for business owners and company administrators.
- ☐ Developer: Best for developers or people primarily using the PayCEC API
- ☐ Analyst: Best for people who need full access to PayCEC data, but don't need to update business settings
- ☐ Support specialist: Best for employees who regularly refund payments and respond to disputes
- ☒ View only: Best for people who need to view PayCEC data, but don't need to make any updates

Below the list, it says "An invite will be sent to 1 new user." At the bottom of the dialog are two buttons: "Cancel" (red) and "invite" (green). Red arrows point to the email input field, the "View only" radio button, and the "invite" button.

The background shows the PayCEC dashboard with a sidebar on the left containing links like Home, Activate your account, Payments, Balances, Developers, Create link transfer, Settings, and New Account. The main area is titled "Business settings" and shows a user list with one user, Nevaeh Ng, and a "Total: 1 user(s)" summary.

Continue with the last tab **Customize Checkout Payment**, and click **Choose Image** to upload Logo, then click **Update**.

The screenshot displays the 'Business settings' page in the PayCEC interface. The left sidebar contains a 'Demo' menu with options like Home, Activate your account, Payments, Balances, Developers, Create link transfer, Settings (highlighted), and a 'Viewing test data' toggle. Below this is a 'New Account' button and a 'My Account' section with links for Edit Profile, Change Password, 2-Step Verification, and Activities. The main content area has tabs for Business, Documents, Team, and 'Customize Checkout Payment' (selected). Under the selected tab, there is a 'Change Logo *' section. It features a text input field labeled 'Select image...' with a file upload icon, a 'Choose image' button, and a file format specification: '(*.jpg, *.jpeg, *.png, *.bmp, <= 200KB; max height: 50px)'. Below this is an 'Update' button. Red arrows point to the 'Customize Checkout Payment' tab and the 'Choose image' button. A green chat icon with a notification bubble is in the bottom right corner.

After successfully uploading your Logo, click **Update**.

The screenshot displays the PayCEC user interface. On the left is a sidebar with a 'Demo' dropdown menu containing links to Home, Activate your account, Payments, Balances, Developers, Create link transfer, and Settings (which is highlighted). Below the menu is a 'Viewing test data' toggle and a 'New Account' button. The main content area is titled 'Business settings' with a 'Test Data' button. It features four tabs: Business, Documents, Team, and 'Customize Checkout Payment' (which is active). In this tab, the 'Change Logo' section shows a green success message 'Upload logo successful.' with a red arrow pointing to it. Below the message is a gear icon, a text input field with 'Select image...', and a 'Choose image' button. A file type and size restriction '(*.jpg, *.jpeg, *.png, *.bmp, <= 200KB; max height: 50px)' is listed. At the bottom of this section is a green 'Update' button with a red arrow pointing to it. A bottom right chat bubble with a red '1' is also visible.

Step 3: GO LIVE

Click **Activate your account** on the left sidebar to move on to Step 3.

[Demo](#) / [Activate your account](#)

Activate your account

1 Business Details **2 Business Representative** **3 Credit Card Statement**

Before you can accept payment, we need to learn more about you and your business. We collect this information to comply with requirements from regulators and financial partners and the terms of our [Service Agreement](#).

Business address

United Kingdom

Address

City

State/Province/Region

ZIP

Business phone

Business Phone Number

Business type

Please select Business Type...

On Viewing test data

New Account

My Account

Edit Profile

Change Password

Enter your **Business Details**, **Business Representative**, and **Credit Card Statement**, then click **Activate account** to GO LIVE!

[Demo](#) / [Activate your account](#)

Demo

[Home](#)

[Activate your account](#)

[Payments](#)

[Balances](#)

[Developers](#)

[Create link transfer](#)

[Settings](#)

On

Viewing test data

New Account

My Account

[Edit Profile](#)

[Change Password](#)

Activate your account

1 Business Details

2 Business Representative

3 Credit Card Statement

This information may appear on your customers' credit card statements. Use recognizable information to prevent unintended chargebacks.


Statement descriptor

PAYCEC*

PayCEC

Note: Do not use the following punctuation characters in the Business name field: ^ \ [] ~ ` ?

Support phone number





Support phone number

By submitting your application, you agree to our **Services Agreement** and certify that the information you have provided is complete and correct.

Back

Activate account





PayCEC team will proceed your activation request with maximum 2 weeks. If your request is accepted, you can GO LIVE.

The screenshot displays the 'Activate your Merchant' page in the PayCEC interface. On the left, a sidebar menu for 'Test Merchant' includes links for Home, Payments, Balances, Developers, Create link transfer, and Settings. Below the menu is a toggle for 'Viewing test data' which is currently 'On'. A green 'New Account +' button is also visible. The main content area features a document icon and the title 'Activate your Merchant'. A white notification box contains the message: 'Your "Activating to LIVE account" request has been successfully sent to us.' Below this, the status is shown as 'Status: ACCEPT' in green text, with a red arrow pointing to the word 'ACCEPT'. In the bottom right corner, there is a green circular chat icon with a red '1' badge.

Test Merchant / Activate your Merchant

Test Merchant

Home

Payments

Balances

Developers

Create link transfer

Settings

On Viewing test data

New Account +

My Account

Edit Profile

Change Password

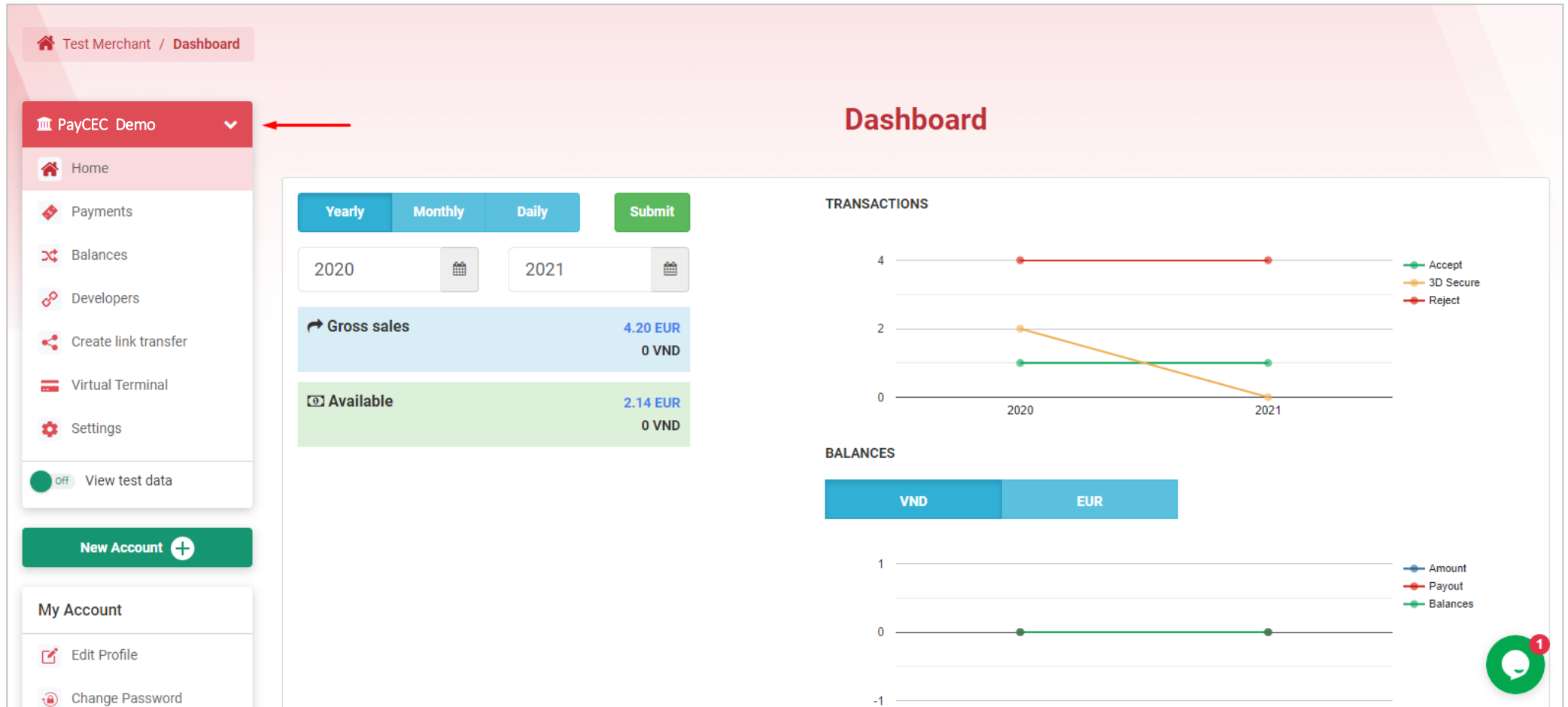
2-Step Verification

Activate your Merchant

Your "Activating to LIVE account" request has been successfully sent to us.

Status: **ACCEPT**

When you GO LIVE, your Merchant Name will display at the left sidebar.



CONGRATULATIONS!
YOU SUCCESSFULLY SET UP YOUR MERCHANT ACCOUNT